

MEMORANDUM

DATE: January 20, 2010

TO: Sustainable Burbank Task Force

FROM: Bonnie Teafor, Public Works Director

SUBJECT: SUBCOMMITTEE CHAIR MEETING REPORT

At the request of the Task Force chair, Wendy James, the chairpersons from each of the subcommittees met on February 2, 2010, to discuss how to present the Task Force's work at the March 2, 2010 Council Study Session. The following Task Force representatives were in attendance:

- Wendy James, Chair
- Jef Vander Borcht, Vice Chair
- Dave Golonski, Council Member
- Anja Reinke, Council Member (and Public Outreach Subcommittee representative)
- Ken Lewis, Energy Subcommittee Chair
- Emily Gabel-Luddy, Transportation and Urban Design Subcommittee Chair
- Cynthia La Camera, Water Subcommittee Chair
- Maureen Kellen-Taylor, Zero Waste Subcommittee Chair
- Bonnie Teafor, Public Works Director

It was decided that each of the five subcommittees would have five to seven minutes each for its presentation on March 2. PowerPoint slides are to be provided to Ms. Teafor by February 25, 2009, so that she can merge them into one presentation and have handouts prepared.

Each subcommittee representative present at the meeting gave a brief overview of what she or he is intending to present. It was suggested that the presenters try to point out how a subcommittee's suggestions are different than the ideas presented in the Sustainability Action Plan so that Council could understand the need for additional resources to support those ideas. The group also discussed the Task Force's role as advocates and ambassadors. Then the discussion focused on the process for implementing the recommendations, especially if they differ from existing Council-approved direction, or add significantly to the current workload.

Staff suggests that the annual budget preparation process, together with the City's work program development process, is an appropriate time to request that resources be redirected or allocated to new initiatives. Budget discussion papers, which are typically created at the request of Council, are used to explain the need for additional resources. Co-sponsorship by a City department is important.